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Office of Human Resources

## **CSI Professional Development Fund**

### **Description:**

The Professional Development Fund established by the College of Staten Island in the 2011/2012 fiscal year is available to Tax-Levy CSI staff who are full-time in the HEO series, Non-Teaching titles covered by the PSC, Classified Managerial, Skilled Trades, & White & Blue Collar Classified titles who are interested in attending external conferences and/or professional development training. The amount of money allocated to the fund will vary from year to year based on a July – June fiscal year. The funds are distributed on a first come first serve basis with preference given to first time requests.

### **Eligibility:**

All full-time Tax-Levy staff in HEO, Non-Instructional, Classified Managerial & Classified titles employed with CSI for at least 6 months are eligible to apply for professional development funds.

### **Additional Documents:**

Training Request Form

Estimate of Expenses – (plus supporting documentation, i.e., receipts, estimated tolls, estimated gas by mileage, hotel costs, express bus fare, etc.)

Printout of Conference Overview and Cost (for non-CUNY events)

### **Instructions:**

- Completed applications must be received by Human Resources at least 10 business days prior to the event date.
- **Prior approval from the committee is required; submissions indicating conference or training has already occurred will not be considered and will not be paid retroactively.**
- Applications are to be submitted first to the employee's supervisor, or department head who will approve or deny the application. If approved, the supervisor or department head will forward the application to the Provost or the appropriate Vice President for

signature. After approval by the Provost or VP, the application is forwarded to Human Resources who will bring the request to the Professional Development Fund Committee for review.

- All supporting documentation and approval signatures must be obtained prior to submitting the form to Human Resources or the form will be returned to the applicant.
- Decisions made by the committee are final. If the request is denied at the supervisor /department head level, the employee may appeal to the Provost or appropriate Vice President.
- Applications must be for expenses that will come due within the current fiscal year.

### **What is Reimbursable?**

Acceptable activities are those that enhance professional development and are related to the individual's position at CSI. Expenses for attending professional conferences, including travel and registration within the five boroughs (local travel) are covered. Expenses for attending out-of-town or overnight professional conferences may include reimbursement for registration, transportation, lodging and meals (up to \$25 per day).

### **Maximum Allowance:**

The Fund will grant a maximum of \$750 per person per fiscal year which will cover the cost of conference registration, transportation and if applicable up to \$25 per day for meals (out-of-town travel only). Employees will be responsible for any expenses over \$750.

### **Notification of the Committee's Decision**

Applicants will be informed of the Committee's decision via their CSI/CUNY email. Instructions for submitting travel and reimbursement requests (via CUNY FIRST) will be forwarded to the applicant once an application is approved.